(Step 4 Taxonomy Continued)

A biller can get a list of taxonomies assigned to their organization using our taxonomy web tool: https://fortress.wa.gov/dshs/npicaphrsa/

Tip

- Read *Using Taxonomy in ProviderOne*: http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR009%20taxonomy.pdf

Step 5: HIPAA Batch Submitters Only: Submit Trading Partner Agreement

Prerequisite

Steps 11, 12, and 14 of the BPW must be completed.

Tip

- If you submit HIPAA batch transactions (837, 835, 270/271, 276/277/278, etc.), a TPA is required.

Print Trading Partner Agreement (TPA) if directly submitting HIPAA batch file transactions: http://hrsa.dshs.wa.gov/providerenroll/ under "What's New." Sign and mail to: DSHS Provider Enrollment, PO Box 45562, Olympia, WA 98504-5562. (If you use a clearinghouse, they need to complete the TPA.)

Tip

- Read *Numbered Memo 08-59* for placement of taxonomy and NPI on claims: http://hrsa.dshs.wa.gov/Download/Memos/2008Memos/08-59.pdf

Step 6: Test, Practice, and Verify

Test or "practice" transactions to ensure you can bill correctly and complete an eligibility inquiry. You will be able to review remittance advice to compare.

Who

All billing providers

Prerequisites

Previous Steps 1-5.

HIPAA Batch File Submitters must also:

- Obtain submitter number. This is sent to you in a letter from DSHS after we receive your TPA and approve your registration.
- Modify systems per the state-specific Companion Guides: http://hrsa.dshs.wa.gov/dshshipaa/
- Complete HIPAA format testing per instructions in the Companion Guides.

How to Test

A. Review instructions: http://hrsa.dshs.wa.gov/providerone/documentation/EPRTinstructions.doc

B. Learn how to use the system through user manual, tutorials, E-Learning, or webinars: http://hrsa.dshs.wa.gov/providerone/Provider%20Training.htm

C. Access test environment:
   - Web Portal (similar to WAMEDWeb) https://www.waproviderone.org/edi
   - For HIPAA batch files sftp://ftp.waproviderone.org/

HIPAA Batch File Tips

- Read *HIPAA Batch Testing – Getting Started:* http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR007%20HIPAAtesting.pdf
- Carefully read and follow DSHS' HIPAA Companion Guides when modifying your system: http://hrsa.dshs.wa.gov/dshshipaa/

These are supplemental to the Federal HIPAA Guidelines for basic file requirements.

Need Assistance?

1-800-562-3022 select option 2, then 4 or email providerone@dshs.wa.gov

Sign up for email updates about the transition: http://listserv.wa.gov/archives/providerone_provider_readiness.html

The Short-Cut Guide to Getting Ready for ProviderOne

Six Steps for Ensuring Readiness for Medical, Dental, and Vision Billing Providers

Washington State Department of Social & Health Services

01/2010

Step 1: Security Administration

Set up users to interact with ProviderOne on the Web

Who

Security Administrator for your organization who received logon and password from DSHS. We suggest this person set up another Security Administrator for backup.

How to Set Up Security

> **Tip**
> **Review the E-Learning on Security** at http://hrsa.dshs.wa.gov/providerone/ESecurity.htm
> **You can either complete steps A-C below OR complete the Security Spreadsheet**: http://hrsa.dshs.wa.gov/ProviderOne/documentation/security/ProviderOneSecuritySpreadsheet.xls

A. Take the Security tutorial: http://hrsa.dshs.wa.gov/ProviderOne/documentation/Tutorials/Security/Security/Security_Overview.htm

B. Log in with System Administrator profile. Create accounts for other users; assign profiles. See: http://hrsa.dshs.wa.gov/ProviderOne/documentation/Security/EXT%20Provider%20Security%20Profiles.doc

C. Make changes to security as staff changes occur.

> **Tips**
> - Set up user responsible for managing provider information first so they can start Step 2: Registration. The user who will do registration activities needs the EXT Provider File Maintenance or EXT Provider Super User profile.
> - Refer to the *ProviderOne Provider Registration and Security Administration Manual*, page 121: http://hrsa.dshs.wa.gov/ProviderOne/documentation/Registration/PRR%20Desktop%20Reference%20guide.pdf

Step 2: Registration

Managing Provider Information

*Verify provider file information converted from current Medicaid payment system, including **taxonomy**, **how you will bill us**, and **where you want your payments to go**.*

Who

User with Provider File Maintenance profile

How to Register

A. Complete the Registration E-Learning course: http://hrsa.dshs.wa.gov/ProviderOne/ERegistration.htm

B. Log on to ProviderOne with Provider File Maintenance profile: https://www.waproviderone.org

> **Tip**
> For a list of information you need to gather prior to completing registration, go to: http://hrsa.dshs.wa.gov/ProviderOne/Providers/Fact%20Sheets/P1PR006-908-PRR%20-What%20you%20will%20need.pdf

C. Under the provider section, select "Manage Provider Information."

D. Review and update the steps in the Business process Wizard (BPW). At a minimum, you should review and update the **taxonomies associated to your file** (see Step 4), **EDI Submission Method**, and **payment details**.

E. If you made any changes, be sure to go to the final BPW step and "**Submit**."

> **Tips**
> - In BPW Step 3, verify or change your taxonomy (must be used on claims).
> - In BPW, the start date for taxonomy (Step 3) must be after the start date of your license (Step 5).
> - BPW Steps 11-14 are vital for HIPAA batch transactions. Be sure to link to a clearinghouse, if applicable, and assign who will receive the payment file.
> - Remember to filter by "status" and "%" (wildcard) to see modifications.
> - **Important!** Complete the Registration BPW for all your organizational NPIs, then servicing providers.

Step 3: Using New ProviderOne Client ID

ProviderOne Client ID must be used on all claims and adjustments submitted to ProviderOne, even if adjustment is for a claim paid by the legacy MMIS.

Who

All billing providers

A. Go to https://fortress.wa.gov/dshs/npicaphrsa for the PIC-to-Client ID Crosswalk tool. (Client data will show in your crosswalk about one month after a claim successfully processed.)

B. Enter your current 7-digit Medicaid provider number and tax ID.

> **Tip**
> For information about ProviderOne Client ID and instructions for the crosswalk, go to http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR010_Client_Identifier.pdf

C. System displays crosswalk of PIC to ProviderOne client ID # for clients you've billed in past two years.

D. Download file for updating your system.

Step 4: Using New Taxonomy

When deciding which taxonomy to bill in ProviderOne, select the taxonomy that best describes the line of business you are billing for and service rendered. Be sure to use a taxonomy code that is associated with your ProviderOne file and verified during registration.

Who

All billing providers

Verify or add taxonomies at Registration BPW Step 3. Taxonomy codes:

- Identify a provider's type and area of specialization for the services billed.
- Must be associated with the provider file AND the service you are billing must be allowed under the taxonomy. For example, a neurosurgery taxonomy code must be used for a brain surgery procedure.
- Are required on claims for billing providers.
- Are required on claims for servicing providers, if applicable.
- Are ***not*** required for the referring provider.
- Were assigned by DSHS in ProviderOne based on the way you've done business with us in the past. DSHS uses a subset of the national taxonomy codes. These may vary from what you selected when credentialing your NPI.